

Assessing Your Skills & Values

What are skills?



Skill = combination of knowledge, competency and ability to perform tasks



Can be acquired through paid/unpaid work, studies or activities

Identifying your skills

Look back on your work, studies or leisure activities

Think about tasks you have completed in each



What types of skills are there?

Hard Skills

- Skills gained through schooling or training.
- Technical and specific to certain jobs or industries.
- Knowledge required to accomplish specific tasks or use certain tools.
- Example: Coding (IT), Welding, Cost and Trend Analysis

Soft Skills

- Skills that cannot be taught in a classroom.
- Interpersonal (people) skills.
- Ability to interact with others and adapt to their work environment.
- Usually acquired through experiences.
- Example: Patience, Optimism, Empathy, Business etiquette

Transferable Skills

- Like soft skills, they can be used in several different situations and jobs (that is why they are so important).
- 5 of the most in demand transferable skills are:
 - 1) Initiative
 - 2) Planning
 - 3) Teamwork
 - 4) Communication
 - 5) Problem Solving

Assessing Your Skills & Values (continued)

Reflect on your job description



Refer to jobs you have had in the past.



What skills were mentioned in the requirements?

Look at performance reviews

How have managers appraised your performances in the past?



Pay attention to strengths and weaknesses that have been mentioned.

What are values?

Values are the things that you believe are important in the way you live and work.

How to determine your values

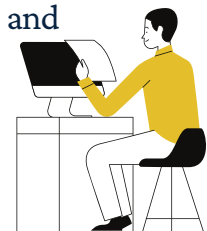


Can ask yourself the following questions:

- If you had to permanently restrict certain things out of your life, what 3 things would you miss the most? What are the underlying values to those things? E.g., Missing your aging parents = family values/values of connection.
- How have you spent your time in extended period of self-isolation? What values are associated with those activities?
- What are the first things you looked forward to doing once the restrictions were lifted?

Take on online test

Taking online self-assessments, such as DISC or Myers-Briggs, can help you understand your interests, emotional intelligence, values, personality traits, and motivations.



SOURCES:

[HTTPS://WWW.MONSTER.COM/CAREER-ADVICE/ARTICLE/ASSESSING-YOUR-SKILLS](https://www.monster.com/career-advice/article/assessing-your-skills)

[HTTPS://CAREERPROCANADA.CA/SELF-ISOLATION-AN-OPPORTUNITY-TO-EXPLORE-AND-RE-ASSESS-VALUES/](https://careerprocanada.ca/self-isolation-an-opportunity-to-explore-and-re-assess-values/)

[HTTPS://WWW.MYWORLDWORK.CO.UK/WHAT-ARE-MY-SKILLS-0](https://www.myworldofwork.co.uk/what-are-my-skills-0)

[HTTPS://LIVELEARN.CA/ARTICLE/EMPLOYMENT/LOOKING-TO-EXPAND-YOUR-CAREER-OPTIONS-DISCOVER-YOUR-TRANSFERABLE-SKILLS/](https://livelearn.ca/article/employment/looking-to-expand-your-career-options-discover-your-transferable-skills/)